

## Job Title: Architectural Planner

Department: Development Services

Immediate

Supervisor: Deputy Development Services Director

|                   |           |
|-------------------|-----------|
| Origination Date: | 1/27/2014 |
| Revision Date:    |           |
| Job Grade         | 608       |
| FLSA Status       | Exempt    |

### **BRIEF DESCRIPTION OF THE JOB:**

Performs an advanced level of professional and technical architectural and design work associated with community planning and development.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | L | Performs complex assignments in the programming, design, production and observation of capital and related projects; solicit and document input from internal and external clients, coordinate with applicable regulatory agencies.  |
| 2                      | L | Prepares highly detailed plans, renderings and 3-D models of proposed projects and developments, neighborhoods and other areas, as well as informational and promotional images, utilizing appropriate combinations of freehand and mechanical drawing and a variety of computer programs and software.  |
| 3                      | L | Coordinates and participates in public meetings; makes presentations to Council, user groups, boards and commissions.  |
| 4                      | L | Identifies and confers with a variety of resources and agencies in obtaining information and providing coordination applicable to assigned architectural and visualization projects. Analyzes, develops and presents recommendations on complex planning, zoning and development proposals. Researches, conceives, drafts and presents findings, concepts and designs for sites, structures and other objects. |
| 5                      | L | Provides technical expertise within work group and other departments; provides or coordinates staff training. Researches and maintains best practices related to architectural design and productions, as well as graphics and visualization.  |
| 6                      | L | Prepares detailed reports and plans; develops schedules and estimates; liaison with related agencies and organizations.  |

## City of Goodyear, Arizona

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| Physical Strength Code |   | ESSENTIAL FUNCTIONS   |
|------------------------|---|---|
| 7                      | L | Coordinates design charrettes involving internal and external entities; provides design and technical expertise to the Deputy Development Services Director, applicable boards and commissions, the City Manager and City Council; coordinates with the Public Works Department in the design, development construction and maintenance of municipal buildings and for historic structures and sites. |
| 8                      |   | Selects and coordinates the work of consultants, contractors and vendors as necessary.  |
| 9                      |   | Prepares, seals and submits contract documents for review and permitting; as required by local and state agencies.  |
| 10                     |   | Participates in a variety of board, commission and citizen meetings to provide information and gather input related to architectural and urban design and related planning and technology; attends and participates in professional groups.   |
| 11                     |   | Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordinating design matters; provides general information regarding City development requirements.   |

# City of Goodyear, Arizona

## **JOB REQUIREMENTS:**

| <b>JOB REQUIREMENTS</b>                |   |
|--|---|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.  |
| Experience                             | Minimum three years experience in a related field.  |
| Certifications and Other Requirements  | Valid Driver's License  |
| Reading                                | Work requires the ability to read general correspondence, plans, zoning ordinances, codes, guidelines, state statutes, policies, trade journals, and reports.   |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to conduct college-level algebraic and statistical calculations.  |
| Writing                                | Work requires the ability to write general correspondence, various reports, letters, and memorandums.   |
| Managerial                             | Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.  |
| Budget Responsibility                  | Has no budgetary responsibility.  |
| Policy/Decision Making                 | Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.   |
| Technical Skills                       | Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.   |
| Interpersonal / Human Relations Skills | High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |

# City of Goodyear, Arizona

## Physical Demands

### Frequency Code Scale

| N = Never    | R = Rarely            | O = Occasionally      | F = Frequently              | C = Constantly          |
|--------------|-----------------------|-----------------------|-----------------------------|-------------------------|
| Never occurs | Less than 1 hour/week | Up to 1/3 of the time | From 1/3 to 2/3 of the time | 2/3 or more of the time |

| Physical Demand | Frequency Code<br>(Mark only one)   | Description:<br>(Check all that apply)  |
|-----------------|---|---|
| Standing        | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input checked="" type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Making presentations<br><input checked="" type="checkbox"/> Observing work site<br><input checked="" type="checkbox"/> Observing work duties<br><input checked="" type="checkbox"/> Communicating with co-workers |
| Fine Dexterity  | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input checked="" type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Computer keyboard<br><input checked="" type="checkbox"/> Telephone keypad<br><input checked="" type="checkbox"/> Calculator<br><input type="checkbox"/> Calibrating equipment                                     |
| Walking         | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input checked="" type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> To other departments/offices<br><input checked="" type="checkbox"/> Around work site  |
| Lifting         | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input checked="" type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Supplies<br><input checked="" type="checkbox"/> Equipment<br><input checked="" type="checkbox"/> Files  |
| Carrying        | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input checked="" type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Supplies<br><input checked="" type="checkbox"/> Equipment<br><input checked="" type="checkbox"/> Files  |
| Sitting         | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input checked="" type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Desk work<br><input checked="" type="checkbox"/> Meetings<br><input checked="" type="checkbox"/> Driving  |
| Reaching        | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> For supplies<br><input checked="" type="checkbox"/> For files   |
| Handling        | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Paperwork<br><input type="checkbox"/> Monies  |
| Kneeling        | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers<br><input checked="" type="checkbox"/> Retrieving items from lower shelves/ground   |
| Crawling        | <input checked="" type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input type="checkbox"/> Under equipment<br><input type="checkbox"/> Inside attics/pipes/ditches  |
| Other           |   | (Explain)   |

| Physical Demand     | Frequency Code<br>(Mark only one)   | Description:<br>(Check all that apply)   |
|---------------------|---|--|
| Pushing/<br>Pulling | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> File drawers<br><input checked="" type="checkbox"/> Equipment<br><input checked="" type="checkbox"/> Tables and chairs<br><input type="checkbox"/> Hoses                 |
| Climbing            | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Stairs<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Step stools<br><input type="checkbox"/> Onto equipment  |
| Vision              | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input checked="" type="checkbox"/> C | <input checked="" type="checkbox"/> Reading<br><input checked="" type="checkbox"/> Computer screen<br><input checked="" type="checkbox"/> Driving<br><input checked="" type="checkbox"/> Observing work site |
| Foot Controls       | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Driving<br><input type="checkbox"/> Operating heavy equipment<br><input type="checkbox"/> Operating Dictaphone   |
| Balancing           | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input type="checkbox"/> On ladders<br><input type="checkbox"/> On equipment<br><input checked="" type="checkbox"/> On step stools   |
| Bending             | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers<br><input checked="" type="checkbox"/> Retrieving items from lower shelves/ground<br><input type="checkbox"/> Making repairs                     |
| Crouching           | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers<br><input checked="" type="checkbox"/> Retrieving items from lower shelves/ground  |
| Hearing             | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input checked="" type="checkbox"/> C | <input checked="" type="checkbox"/> Communicating via telephone/radio, to co-workers/public<br><input type="checkbox"/> Listening to equipment   |
| Twisting            | <input type="checkbox"/> N<br><input checked="" type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input type="checkbox"/> C | <input checked="" type="checkbox"/> From computer to telephone<br><input checked="" type="checkbox"/> Getting inside vehicle   |
| Talking             | <input type="checkbox"/> N<br><input type="checkbox"/> R<br><input type="checkbox"/> O<br><input type="checkbox"/> F<br><input checked="" type="checkbox"/> C | <input checked="" type="checkbox"/> Communicating via telephone/radio, to co-workers/public  |

# City of Goodyear, Arizona

## Physical Demands (continued)

### Machines, Tools, Equipment and Work Aids:

Telephone, fax machine, calculator, copier, vehicle, scales, approval stamps.

### Computer Equipment and Software:

Personal Computer, printer, scanner, related software, including Microsoft Office, AutoCAD, GIS and Adobe.

### Environmental Factors:

| Environmental Conditions   | Never                               | Seasonally                          | Several Times Per Month  | Several Times Per Week   | Daily                    |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Extreme temperature<br>(heat, cold, extreme temp. changes from outside work)                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wetness and/or humidity<br>(bodily discomfort from moisture)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respiratory hazards<br>(fumes, gases, chemicals, dust and dirt)  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Noise and vibration<br>(sufficient to cause hearing loss)  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical hazards<br>(high voltage, dangerous machinery, aggressive prisoners, patients – <u>not</u> customers) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Health and Safety Conditions:

| Health and Safety Conditions | N = Never                           | R = Rarely                | O = Occasionally         | F = Frequently              | C = Constantly           |
|------------------------------|-------------------------------------|---------------------------|--------------------------|-----------------------------|--------------------------|
|                              | Never occurs                        | Less than 1 hour per week | 1/3 or more of the time  | From 1/3 to 2/3 of the time | 2/3 or more of the time  |
| Mechanical hazards           | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Chemical hazards             | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Electrical hazards           | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Fire hazards                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Explosives                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Communicable diseases        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Physical danger or abuse     | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| Other (specify)              | <input type="checkbox"/>            | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |

### Primary Work Location:

- ☒ Office Environment  
☐ Warehouse  
☐ Shop  
☐ Vehicle  
☐ Recreation Centers/Neighborhood Centers  
☐ Outdoors  
☐ Other (Specify)

### Protective Equipment Required:

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|  |

# City of Goodyear, Arizona

## Job Demands

### Overall Strength Demands:

| Overall Strength Demands                      |  |
|---|--|
| <input checked="" type="checkbox"/> Sedentary | Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.  |
| <input type="checkbox"/> Light                | Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree. |
| <input type="checkbox"/> Medium               | Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.  |
| <input type="checkbox"/> Heavy                | Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.   |
| <input type="checkbox"/> Very Heavy           | Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.  |

### Non-physical Demands:

| Non-physical Demands                          | Frequently                          | Occasionally                        | Rarely                              | Never                    |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Time Pressures                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Emergency Situations                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Frequent Change of Tasks                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Irregular Schedule/Overtime                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Performing Multiple Tasks Simultaneously      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Working Closely with Others as Part of a Team | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Tedious or Exacting Work                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Noisy/Distracting Environment                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Other (Describe below.)                       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

# City of Goodyear, Arizona

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## **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

## **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

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Signature of Employee

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Date

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Job Title of Supervisor

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Signature of Supervisor

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Date

## City of Goodyear, Arizona

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Job Title of Department Director

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Signature of Department Director

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Date

**Comments:**

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.